

***Request for Proposals***  
***Full Day Kindergarten Start-Up***

The Rhode Island Department of Education (RIDE) is requesting Proposals from Rhode Island school districts who intend to provide and sustain new full day kindergarten classrooms within their district, in accordance with the terms of this solicitation.

**INSTRUCTIONS AND NOTIFICATIONS TO BIDDERS:**

Potential offerors are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Proposals misdirected to other State locations will be determined to be late and may not be considered.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful bidder (s).*

Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.

Also, Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or [charles.newton@mbe.ri.gov](mailto:charles.newton@mbe.ri.gov). Visit the website <http://www.mbe.ri.gov>

Interested parties are instructed to peruse the RIDE web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.

#### Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email [raymond.lambert@hr.ri.gov](mailto:raymond.lambert@hr.ri.gov).

Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

RIGL 37-13-3.1 State public works contract apprenticeship requirements. \* (a) Notwithstanding any laws to the contrary, all general contractors and subcontractors who perform work on any public works contract awarded by the state after passage of this act and valued at one million dollars (\$1,000,000) or more shall employ apprentices required for the performance of the awarded contract. The number of apprentices shall comply with the apprentice to journeyman ratio for each trade approved by the apprenticeship council of the department of labor and training.

#### ARRA SUPPLEMENTAL TERMS AND CONDITIONS

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions for Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

## **BACKGROUND/OVERVIEW**

*Rhode Island's Full Day Kindergarten Accessibility Act (H 8049), enacted in 2012, references the National Center for Education Statistics and RI Kids Count as follows:*

- children in full-day kindergarten classes make greater academic gains in both reading and mathematics compared to those in half-day classes.*
- full-day kindergarten can contribute to closing academic achievement gaps between lower and higher income children;*
- full-day kindergarten classes are more likely than half-day classes to instruct students daily in the areas of mathematics, social studies and science;*
- children in full-day kindergarten are more likely to be ready for first grade than those in half-day programs, regardless of family income, parental education and school characteristics.*

This act provides limited one-time, start-up funding for school districts to offset a portion of the reasonable one-time, start-up costs for full day kindergarten programs (see [HTTP://WEBSEVER.RILIN.STATE.RI.US/BILLTEXT/BILLTEXT13/SENATETEXT13/S1035A.PDF](http://webserver.rilin.state.ri.us/billtext/billtext13/senatetext13/s1035a.pdf).)

On behalf of the RI General Assembly, the Rhode Island Department of Education (RIDE) seeks proposals from RI school districts who intend to open, operate, and sustain new full day kindergarten classrooms, using one-time state start-up funding. A school district shall be eligible to request funding pursuant to subsection 16-99-4(b), if:

- 1) The school district is a public school district; and
- 2) The school district operates a half-day kindergarten program as of September 1, 2014, but not a full day kindergarten, as defined herein, serving more than one-half of the kindergarten students in the district as determined on a headcount basis.

In order to ensure the quality and sustainability of the full-day kindergarten programs implemented, and to maximize the number of students that can enter the full day kindergarten program, particularly Rhode Island's high needs students, ranking shall be based upon the following criteria:

- Number of students to be served
- the average number of children eligible for USDA reimbursable school meals services by the respective district's elementary schools
- the ability of the school district to house or provide appropriate space and staff for the kindergarten enrollment;
- the quality of the educational program proposed; and
- **the plan to sustain the program a minimum of five (5) years once implemented.**

School districts who request funding may be allowed to phase-in the implementation of a full-day kindergarten program, provided that the district provides the department of elementary and secondary education with a schedule and plan as to the implementation of such program.

## **SCOPE OF WORK**

### Tasks

The school districts awarded this contract will manage state resources efficiently and effectively in order to complete the outlined tasks. This includes operating and sustaining full day kindergarten classrooms supervised and led by highly qualified early childhood educators and providing developmentally appropriate curriculum within a healthy classroom environment by the start of the FY16 school calendar year (minimum of 180 days).

The successful bidder agrees to support the operation and sustainability of new high quality full day kindergarten classrooms for a minimum of five and one half (5 ½) hours per day excluding lunch, recess periods, common planning time, pre- and post-school teacher time, study halls, homeroom periods, student passing time and any other time that is not actual instructional time for a minimum of 180 days in their district and utilize state resources for the following tasks:

- Plan, allocate, and utilize funds provided to offset a portion of the reasonable one time, start-up costs including, but not limited to:
  - developmentally appropriate classroom furniture,
  - books,
  - facility upgrades,
  - ancillary costs associated with relocation of students,
  - costs associated with the development and implementation of new developmentally appropriate curriculum, and
  - any other necessary expenses associated with each school's implementation of a full-day kindergarten program.
- Provide required information through narrative and budget reports to RIDE as requested

### Deliverables

Task	Deliverable	Projected Schedule
1	Plan, allocate, and utilize funds provided to offset a portion of the reasonable one-time, start-up costs including, but not limited to: developmentally appropriate classroom furniture, books, facility upgrades, ancillary costs associated with relocation of students, costs associated with the development and	March 2015 – April 2015

	implementation of new curriculum, and any other necessary expenses associated with each school's implementation of a full-day kindergarten program	
2	Provide required information through narrative and budget reports to RIDE as requested	May 2015 – June 2015

#### ADDITIONAL COMPETITIVE FACTORS

The following factors lead to more competitive applications:

- Reported number of High Needs children (include the average number of children eligible for USDA reimbursable school meals services by the respective district's elementary schools) who will be served
- Demonstrated participation in Race to the Top initiatives, the RI state prekindergarten program, or other quality improvement initiatives
- Demonstrated commitment and involvement in RIDE Comprehensive Early Childhood Education Approval process
- Classroom supervision and support provided by an early childhood education leader with an advanced degree in early childhood education.

#### **ADDITIONAL CONTRACTOR REQUIREMENTS/QUALIFICATIONS**

- Bidders must submit a letter of transmittal signed by an owner, officer, or other authorized agent.
- Bidders must submit relevant organizational information, a list of similar projects undertaken and/or clients served, agency expertise relative to the services requested, and a statement of existing workload as it impacts the performance of the project.
- Bidders must provide an overview of key personnel assigned to the project including education and prior experience.
- Bidders must disclose any work to be sub-contracted including the specific work to be performed and staffing, organizational structure, and business background of the sub-contractor.

## **TERMS OF THE CONTRACT**

The contract will begin **on or about February 27, 2015** and end **June 30, 2015**. The scope of the work may be modified by RIDE prior to beginning work on a given task. If necessary, deficiencies in performance of services and/or failure to supply deliverables in a complete and timely manner will be documented in writing by RIDE. Should a pattern of substantial dissatisfaction become apparent, RIDE reserves the right to terminate the contract.

## **COST PROPOSAL/TERMS OF PAYMENT**

The applicant must prepare a cost proposal reflecting the hourly rate or other fee structure proposed for this scope of services using the Cost Proposal Forms contained in Appendix A. In addition to the required budget paperwork in Appendix A, include separate line item budgets for any full day kindergarten classroom expenses by school, clearly indicating the number of classrooms included in each purchase line item. It is recommended that cost proposals fall within the range below for each period as follows:

FY 2015	Approximately \$ 15,000 in funding per new full day kindergarten classroom.
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Ancillary costs associated with the implementation of a full-day kindergarten program (e.g. relocation of students) by September 2015 will also be considered.

Funding for this initiative ends June 30, 2015. All funds must be fully expended and goods received by June 30, 2015 with final reimbursement requests due no later than July 3, 2015. Reimbursement requests for items or expenses purchased or incurred prior to this application will be allowed, provided these costs were incurred in state FY15.

## **Proposal Submission**

Questions concerning this solicitation may be submitted to Kristen Greene (kristen.greene@ride.ri.gov) at the Rhode Island Department of Education by 12 noon on January 28, 2015. **Send your questions in Microsoft Word format.** Deadline for submission of completed application is 4:30 PM (official time per RIDE office clock) on February 13, 2015. Completed proposals should be mailed to: Kristen Greene, RI Department of Education, Office of Instruction, Assessment and Curriculum, 255 Westminster Street, Providence, RI 02903. **Faxed or electronically mailed (email) proposals responses will not be considered.**

Proposals (an original plus 4 copies) should include the following:

1. A Cost Proposal as described above.

2. A *separate* Technical Proposal (see below) describing the district's strategic plan and implementation schedule for full day kindergarten, including: operation and sustainability plans (at minimum a 5-year sustainability plan), demonstration of quality of current programs as well as commitment to improvement, the district capacity to start up full day kindergarten programs by September 2015, the quality of key personnel (supervisory and teaching staff), and the additional competitive factors as applicable.

Contractor assumes all responsibilities for proposals submitted by mail or commercial delivery service. Proposals misdirected to other state locations will be determined to be late and will not be considered. **Faxed or electronically mailed (email) proposals responses will not be considered.**

#### **TECHNICAL PROPOSAL/REQUIRED ELEMENTS**

1. District Strategic Plan and Implementation Schedule  
For Full Day Kindergarten (Operation and Sustainability) (20 points)
2. Demonstration of Quality of Current  
Educational Programming/Commitment to Improvement (10 points)
3. Capacity to Start-Up Full Day Kindergarten  
Classrooms by September 2015 (20 points)
4. Quality of Key Personnel (including  
Curriculum vitae) (10 points)
5. Competitive Factors (see Deliverables:  
Additional Competitive Factors) (20 points)
6. Cost Proposal (20 points)

Interested applicants must address the following:

District Strategic Plan and Implementation Schedule for Full Day Kindergarten (Operation and Sustainability) Explain the district strategic plan for moving to full day kindergarten. The plan should address:

- the number of children who will be served
- the implementation schedule for transitioning all district half day kindergarten to full day kindergarten programs, including a timeline; .
- how the district will sustain the full day kindergarten program **for a minimum of five years;**
- staffing with highly effective early childhood educators;
- readiness of facilities to serve kindergarteners

Demonstration of Quality of Current Educational Programming/Commitment to Improvement Provide school performance and classification information for each school within your district. Explain district plans and progress in meeting improvement goals and targets including the structures and processes in place to monitor student performance

against standards and provide appropriate instruction and supports to improve student achievement.

Capacity to Start-Up Full Day Kindergarten Classrooms by September 2015 Describe prior and current work, available district resources, space and expertise that will support the start-up and operation of full day kindergarten classrooms by September 2015.

Quality of Key Personnel (including Curriculum vitae) Describe plan to staff each full day kindergarten classroom with staff who meets the qualifications for their position. Include evidence of teacher effectiveness.

Competitive Factors As applicable, address any of the factors listed below.

- Report the number of high needs children served in the district. Include the average number of children eligible for USDA reimbursable school meals services by the respective district's elementary schools
- Describe district and/or school participation in both Race to the Top initiatives, the RI state prekindergarten program, or other quality improvement initiatives
- Describe how the district will assure that supervision and support for the full day kindergarten classrooms will be provided by an early childhood education leader with an advanced degree in early childhood education.
- Describe your district's knowledge of, capacity to, and progress towards meeting the RIDE Comprehensive Early Childhood Education Program Standards for Approval.

The technical proposal should be 10-15 pages in length, respond to each area of the required elements listed above, and contain a cost proposal using the forms in Appendix A. Supplemental information may be appended to the technical proposal.

Bidders are encouraged to utilize evidence-based practice sources as they develop their proposal for operating new high quality full day kindergarten classrooms. Links to two such resources can be found on New Jersey's Department of Education, Division of Early Childhood web page <http://www.nj.gov/education/ece/k/> .

New Jersey Kindergarten Implementation Guidelines (2011)  
<http://www.nj.gov/education/ece/guide/KindergartenGuidelines.pdf>

New Jersey High Quality Kindergarten Video Series  
<http://www.nj.gov/education/ece/k/hqktoday/>



## **APPENDIX A**

### **BUDGET ONE-YEAR PROJECTS**

The Contractor estimates that its budget for work to be performed under this Agreement is as follows:

<u>Expense Category</u>	<u>Estimated Expenditures</u>
1. Employee Salary and Benefits	0
3. Purchased Services	0
3. Supplies and Materials	0
4. Travel	0
5. Printing	0
6. Office Expense	0
7. Other: <i>(describe)</i>	0
8.	0
Subtotal	0
Indirect Cost *	0
<b>TOTAL</b>	0

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by RIDE; provided, however, that the Contractor shall notify the contract officer of the variance and obtain pre-approval, in writing; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Contractor for reimbursement by RIDE under this Agreement if such expenditure shall have been incurred in a line item category not listed above. Transfer of funds between categories requires prior written approval by RIDE. In no event shall the total amount of reimbursement claimed by the vendor under this agreement exceed the total approved contract amount.

***\* Attach a copy of the approved indirect cost documentation***

BUDGET DETAIL SHEET \*

FISCAL YEAR \_\_\_\_\_

**EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)\*\***

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
<b>TOTAL REQUEST</b>				

**PURCHASED SERVICES DETAIL**

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
<b>TOTAL REQUEST</b>				\$

**OTHER EXPENDITURES DETAIL**

EXPENSE CATEGORY	DESCRIPTION	TOTAL
Supplies and Materials		
Travel ***		
Printing		
Office Expense		
Other: <i>(describe)</i>		
Indirect Cost		

Total \$

\* Please include a detail budget sheet for each state fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>)

\*\* Please round hourly rates to the nearest whole dollar and ensure there are no rounding differences with the extended totals.

\*\*\* Reimbursement for travel within the continental United States is limited to the per diem rates established by the General Services Administration (GSA). Per diem rates are posted at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).